

**AIRCRAFT DISPATCHER**  
**UNIT 0 – COURSE INTRODUCTION**  
**STUDENT WORKBOOK**

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**UNIT OBJECTIVES**

1. Introduce the course to students.
2. Introduce the participants in the course (students and cadre).
3. Define the cadre's and students' expectations of the course and each other.
4. Define the objectives of the course.
5. Define the aircraft dispatcher's job.
6. Explain administrative details.
7. Define the course evaluation and student evaluation process and criteria.
8. Introduce course materials to students.

## NOTES

## I. WELCOME

## II. INTRODUCTIONS

- Student Introductions
- Cadre Introductions

## III. COURSE OBJECTIVES

- A. Describe the roles and responsibilities of an aircraft dispatcher within the organization.
- B. Complete the appropriate Resource Orders when mobilizing air resources such as airtankers, helicopters, and smokejumpers.
- C. Describe the importance of airspace coordination during wildland fire operations and actions/procedures followed by an aircraft dispatcher to mitigate airspace conflicts.
- D. Identify types of frequencies commonly used during wildland fire operations and the reference materials utilized for frequency management.
- E. Determine when flight following is required and identify appropriate methods for given situations.
- F. Use and complete administrative forms such as FS-122, OAS-23, SAFECOM, etc., and follow procedures and guidelines associated with those forms.

#### IV. UNIT TOPICS

- A. Aircraft Flight Planning
- B. Administration
- C. Flight Following
- D. Aircraft Use Report
- E. Communications
- F. Airspace Coordination
- G. IAMS/CAHIS
- H. Airspace Mapping

#### V. SCHEDULE OF EVENTS

- A. Course Agenda
- B. Administrative Concerns
  - Lodging
  - Transportation

- Breaks—punctuality and cell phones
- Classroom arrangement—small groups for exercises
- Smoking policy
- Message location and available telephones
- Restrooms and drinking fountains
- Other local concerns

#### C. Class Roster

## VI. EVALUATION

### A. Instructor's Role

The instructor's role in this training is to:

- Present information
- Facilitate the classroom exercises
- Question the students and present solutions to the simulated exercises and case studies
- Answer student questions

- B. Students will be coached and evaluated by their aircraft unit instructor or other member of the instructor cadre.
- C. The unit instructor and other cadre members will be available to help students keep on track during all exercises.

## VII. STUDENT PERFORMANCE

### A. Student Participation

- Your participation is essential for successful completion of this course.
- Group participation is emphasized because wildland fire operations require the aircraft dispatcher to interact with many people in various jobs and functions.
- Successful coordination between the various people and functions is the key to success as an aircraft dispatcher.

### B. Student Evaluation

- Each unit has measurable objectives; these define what you will be able to do upon completion of that unit.
- To satisfy the objectives, you will be required to participate in the entire class and complete all exercises and assignments.
- The cadre will evaluate each individual's performance as either passing or failing through observation of participation and execution of exercises.

## VIII. COURSE EVALUATION

Students will complete a final course evaluation at the end of the course.

The evaluations are used for analysis and future course improvements.

## IX. COURSE MATERIALS

### A. Student Workbook

The Student Workbook is designed to be a reference text for you and presents a mirror-like image of the Instructor Guide with added space for note taking.

### B. Aircraft Dispatcher Job Aid

## NOTES